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ABSTRACT

This manual was developed to lead students through an individualized program of intermediate shorthand at the postsecondary level. Based on Gregg Shorthand, Series 90, it is designed to be used in the second course in the student's shorthand program. The shorthand materials as described in this student guide are composed of 11 units. This manual contains the information sheets and unit guide sheets that students will need to complete the course. Six sections of information sheets provide information on the following: general information about the program, instructions for mailable letters, what makes a letter mailable, rules for appearance, business letters, and instructions for speed tests. Unit guide sheets contain unit name and title, objective, and step-by-step activities for completing each of the 11 units. (KC)

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SHORTHAND 200

A Self-Paced Program for Intermediate Shorthand

STUDENT MANUAL

Prepared and Produced Jointly by

Carroll County Area Vocational-Technical School
Carrollton, Georgia 30117

and

Georgia State University
Atlanta, Georgia 30303

U.S. DEPARTMENT OF EDUCATION
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Mrs. Doris Jean Rash-Wooten
Project Director

GENERAL INFORMATION

This folder contains the Information Sheets and Unit Guide Sheets that you will need for the entire Shorthand 200 program. Keep the papers in the order in which they are in the folder and follow them in sequence.

The Unit Guide Sheets are to be turned in at the end of each unit with the dates started and finished filled in. A folder with your name on it has been provided for you. Each day place all of your completed work, except tests, in this folder. Place all tests in the folder labeled "Tests."

1. TEXTBOOKS: For the Shorthand 200 Program, the following textbooks are used:

   (a) Gregg Shorthand for Colleges, Volume I (Series 90, Lessons 49-70)

   (b) Gregg Shorthand for Colleges, Volume II (Series 90, Lessons 1-40)

2. WORKBOOKS: The workbooks that correlate with the above textbooks are also used. These workbooks are valuable learning aids, and the lessons correlate with the corresponding lessons in the texts. Complete the workbook only after you have completed the practice work in the corresponding lesson in the text. The completed workbook sheets are to be turned in to the instructor for checking.

3. HOMEWORK: The following procedure should be followed in doing homework for the program:

   (a) Read the shorthand outlines in the lists, and then write at least two full lines of them.

   (b) Read the Reading and Writing Practice in each lesson, and then make at least one shorthand copy.

   (c) Complete the corresponding lesson in the workbook.

   (d) Complete the McGraw-Hill tape that is correlated with the lesson.

4. TAPES: Each McGraw-Hill tape contains sustained dictation of connected matter. Speeds range from 65 to 80 words a minute. Complete a tape for each lesson. This practice dictation is to be turned in.

5. PUNCTUATION RULES: These rules are reinforced in the workbook. Study each rule carefully.

6. TRANSCRIPTION QUIZZES: These transcription quizzes should help to keep you "punctuation conscious." Be sure and do the Transcription Quiz at the end of each lesson. These quizzes start with Lesson 57 in Volume I and continue through Volume II. You will have these letters again as dictation material, and they must be punctuated correctly to count as mailable letters.

7. UNIT EXAMS: Each unit has an examination at the end. The words on these exams are taken from the review at the beginning of each lesson and from the words in color in the margin of the letters. You must score at least 90 or take an alternate exam on that unit. Before taking the alternate exam, you must do the entire lesson again.

8. BRIEF FORM TEST: A brief form test covering all brief forms must be taken. You must score at least 97 on this test. Each error results in a deduction of one (1) point regardless of the number of brief forms on the test.

9. DICTATION FOR MAILABLE LETTERS: The dictation tapes for mailable letters contain from two to four letters. As you complete each lesson, you are to take the dictation tape and transcribe as many letters as you are able to during the class period. No letters can be transcribed outside of class.

   (a) The letters will be graded as to mailability according to the information contained in the handouts, Instructions for Mailable Letters and What Makes a Letter Unmailable.

   (b) Perfect letters will be graded "M." Letters which contain errors that can be corrected neatly without retyping will be graded "U." This "U" will be changed to "M" after that letter has been turned in and rechecked. Letters which cannot be corrected will be graded "X."

   (c) You will receive a weekly grade for mailable letters, and these will be averaged over a ten-week period (or the number of weeks in the quarter).

   (d) Dictation for mailable letters will be at 60-70-80 words a minute. You are to use the MODIFIED BLOCK STYLE with MIXED PUNCTUATION for all letters.

   (e) The letters from Lesson 40 to Lesson 70 in Volume I are the same letters from your textbook with a few words changed.

   (f) Most of the letters from Lesson 1 to Lesson 40 in Volume II are from related material in each lesson.

   (g) For the letters from Volume I, make up an inside address.

   (h) For the letters from Volume II, you may use the addresses found on Pages 441 to 445 in Volume II; or you may make up your own addresses.

(i) Requirements for Mailable Letters

A (3 points) 7-10 letters per week

B (2 points) 4-6 letters per week

C (1 point) 1-3 letters per week

Any additional letters over ten will count as extra points on your final grade.

10. SPEED DICTATION: Speed dictation will be given at least once a week. This dictation will be graded according to the handout, Instructions for Speed Tests. Each dictation will be graded M (Acceptable) or X (Unacceptable).

(a) Each dictation will be three minutes in length and is to be typed with 95% accuracy. Thus, for a three-minute dictation at 50 words a minute, you will be allowed 8 errors; for sixty words a minute, 9 errors; for seventy words a minute, 11 errors; and for eighty words a minute, 12 errors.

(b) Requirements for Speed Tests

Grade	Requirement
A	Complete 6, three-minute dictation tapes at the following speeds: 2 at 50, 2 at 60, 1 at 70, 1 at 80.
B	Complete 5, three-minute dictation tapes at the following speeds: 2 at 50, 2 at 60, 1 at 70.
C	Complete 4, three-minute dictation tapes at the following speeds: 2 at 50, 2 at 60.
D	Complete 2, three-minute dictation tapes at 50.

11. GRADING REQUIREMENTS: Your grade will be based on the following scale:

Speed - - - - - - - - - 40%
Letters - - - - - - - - 30%
Unit Exams - - - - - - 20%
Other - - - - - - - - - 10%

INSTRUCTIONS FOR MAILABLE LETTER

1. Have all necessary materials with you for taking and transcribing the letters. (Refer to #1 on Instructions for Speed Tests.)

2. Across the top of each page, type the following:

   Number of Letter Speed Date Your Name

3. You are to determine what space line is to be used in typing the letters. Short letters are typed with a four-inch line, medium length with a five-inch line, and long letters with a six-inch line. If the wrong space line is used and the letter does not look proportioned, it will not be considered mailable.

4. All dictation must be taken with pen.

5. Type your name four to six spaces below the complimentary closing unless a name is dictated.

6. You may use any acceptable letter style.

7. After completion of the dictation, you will be allowed five minutes to look over your notes before transcribing. To make the best use of this time, insert the correct punctuation and check the dictionary for spelling. You will be allowed thirty minutes to transcribe as many letters as possible.

8. Be sure to proofread each letter carefully before removing it from the typewriter. Remember that for a letter to be mailable, the corrections must be neat and the instructions must be followed exactly. Beware of enclosure notations when applicable.

9. Turn in each mailable letter separately. Staple the shorthand to each letter on the back. Do not staple all the letters together. The letter will not be accepted unless the shorthand is stapled to it.

10. Make up an inside address to fit the salutation dictated. Use the person's full name, a street number and name, a city and state and a zip code.

11. Dictionaries may be used during transcription. No abbreviating is permitted in the transcription.

12. All letters must be considered mailable before they can be recorded as a mailable letter grade. (See the sheet "What Makes a Letter Unmailable?")

WHAT MAKES A LETTER UNMAILABLE

1. Misspelled word or name.
2. Word divided incorrectly at end of line.
3. Typographical error.
4. Letter too high on page.
5. Letter too low on page.
6. Letter too far to the right of page.
7. Letter too far to the left of page.
8. Transposition of words.
9. Messy erasure or hole in paper.
10. Material omitted or changed that obviously alters meaning of the letter.
11. Omission of the date line.
12. Omission of title (Mr., Mrs., Dr., etc.) in the inside address.
13. Abbreviations for directions in inside address (N for North).
14. Abbreviations for type of thoroughfare (St., for Street).
15. Incorrect punctuation marks for salutation and complimentary close.
16. Right margin too ragged or uneven--more than six spaces between longest line and shortest line of body. (A short line at the end of a paragraph is acceptable.)
17. Elimination of punctuation marks between two independent clauses joined by a conjunction.
18. Elimination of comma after introductory clause.
19. Elimination of comma between words in a series.
20. Elimination of apostrophe to show possession.
21. Omission of enclosure notation when needed.
22. Errors in figures.
23. Smudge marks.

RULES FOR APPEARANCE

Body of Letter Section

1. Avoid divided words at the end of lines as much as possible.

2. If words must be divided, do it strictly according to syllables. Never separate two letters or less from the remainder of the word either at the beginning or the end of the line.

3. Whenever possible, keep the elements of a name, date, or figures which occur in the body of the letter on one line for greater ease in reading.

4. Keep the right margin as even as possible for the best appearance.

5. Unless the letter is merely a note or one or two sentences, it should rarely be only one paragraph.

6. Keep paragraphs fairly short. The entire business letter is usually concerned with one subject; therefore, by English composition rules, this would probably call for one paragraph for the entire letter. But, in business correspondence, any change in reference calls for a new paragraph.

7. Avoid the use of quotation marks and underlining as much as possible. In the case of titles of articles or publications, use solid Capitals instead.

8. The whole letter, of which the body is the largest part, should always be placed on the page so that the border or margin is about equal in size on all sides except the bottom margin, which may be a little larger.

9. Use a short opening paragraph and a short closing paragraph whenever possible. The opening paragraph should be introductory in nature. The closing paragraph should be a call to action of some kind.

10. The highest standards for accuracy must be upheld. Letters must be proofread carefully and all errors, typographical and otherwise, corrected before mailing.

BUSINESS LETTERS

A letter that is attractive in appearance is a goodwill ambassador, and your ability to type an attractive letter is your "hallmark" as an efficient, capable typist or secretary.

Frame every letter, allowing a slightly wider margin on the left than on the right. The margins are determined by the number of words in the body of a letter. A skilled typist or secretary will be able to place letters by judgment. A placement table plus practice will enable you to develop this skill.

Any placement table is just a general guide and has to be adjusted to the many variations, such as size of letter head paper and special features--attention lines, subject lines, long quotations, and tabulations. The chart that is given here is one that is widely used.

Letter-Placement Chart
(for single-spaced letters on 8½-by-11-inch stationery)

Words in the Body	Length of Line	Date of Inside Address
up to 100	4 inches	5 lines
100-200	5 inches	5 lines
200-300	6 inches	5 lines

A 4-inch line is used for a letter containing 71 words in the body. The margins are set at 22 and 62 pica and at 27 and 75 for elite. The date is typed 15 lines from the top of the paper and the inside address is typed 5 lines below the date.

Letters containing over 350 words are usually two-page letters for elite as well as for pica type. The line length would vary from 60 to 65 spaces for pica type and from 70 to 80 spaces for elite type.

INSTRUCTIONS FOR SPEED TESTS

1. Have all necessary materials with you for taking and transcribing the dictation. You need a good quality bond paper, typing eraser or correct-tape, shorthand notebook, the Stenographer's Handbook, a dictionary and a pen.

   (a) Notebook: Use a spiral shorthand notebook with a line down the middle of the page. Do not write on both sides of the paper as you take dictation. Be sure to number each take and put the rate of speed for each take.

   (b) Pen: All shorthand must be done in pen. Use one that will enable you to write fluently. Always have at least two pens on hand. One may run out of ink in the middle of the dictation.

   (c) Dictionary: You may consult the dictionary or Handbook for anything you are not sure of, such as misspelled words, punctuation, etc.

2. Set the margins on the typewriter for a six-inch line (pica, 60 space; elite, 70 space). DOUBLE SPACE. Indent paragraphs five spaces.

3. Across the top of the paper type the following:

   Number of Take Speed Date Your Name

4. After completion of the take, you will be allowed five minutes to look over your shorthand before transcribing. To make the best use of this time, insert the correct punctuation and use the dictionary to look up any words you do not know how to spell.

5. You will be allowed 15 minutes to transcribe each 3-minute take. This typing time includes erasing, looking up spelling, and checking punctuation and grammar rules. Be sure to proofread carefully before turning in your paper.

6. When the 15 minutes are up, all the shorthand must be stapled to the back of the transcript and turned in to the instructor.

RULES FOR GRADING TRANSCRIPTS

Shorthand Errors (Each of the following shall count as one error)

1. An incorrectly transcribed word.

2. An omitted word.

3. An added word.

4. A transposition.

5. Deviation of any kind from the copy as read.

6. Hyphenated compound words shall be considered as one word. An error in one or more parts of the compound shall count as one error.

7. Figures shall be considered one word. An error in one or more parts of a figure shall count as one error.

8. Incorrect paragraphing.

9. Only one error can be marked for each word of the copy. One word both misspelled and improperly capitalized will be marked as only one error.

10. In the same sentence, errors are not charged for both incorrect transcription of words and insertion of others. No error shall be marked for any word correctly transcribed, even though words on both sides are incorrectly transcribed. The number of words incorrectly transcribed in any sentence shall be the number of words in the copy less the number of words correctly transcribed.

11. Any careless or untidy correction of a word, or a group of words appearing together, will count as one error. No error will be charged for a neat correction. For instance, a correction made by drawing a line through an incorrect word and inserting the correct word directly above it will not be considered an error.

Non-Shorthand Errors

Each of the following shall count as one error.

1. Any misspelled word.

2. Any deviation from the copy in capitalization.

3. The omission of either comma or both commas used to set off parenthetical expressions or words in apposition.

4. The omission of one or more commas used after words in a series.

5. The omission or addition of any other comma.

6. The ommision of either or both quotation marks. Also, count one error for the incorrect insertion of either or both quotation marks.

Non-Shorthand Errors (continued)

7. The omission of one or more hyphens in a compound word.
8. The omission or insertion of any other mark of punctuation.
9. The substitution of one mark of punctuation for another.
10. The addition of the ciphers in even sums of money.

UNIT GUIDE SHEETS

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 201 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 49-56, GREGG SHORTHAND FOR COLLEGES, Vol. 1, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	VIEW Slide-Tape Presentation on "Shorthand Materials and Procedures."		
2	VIEW Slide-Tape Presentation on "Office-Style Dictation."		
3	VIEW Slide-Tape Presentation on "Mailable Letters."		
4	COMPLETE Lesson 49 (Text, Tape, and Workbook)		
5	TAKE and TRANSCRIBE Dictation Tape for Lesson 49.		
6	COMPLETE Lesson 50.		
7	TAKE and TRANSCRIBE Dictation Tape for Lesson 50.		
8	COMPLETE Lesson 51.		
9	TAKE and TRANSCRIBE Dictation Tape for Lesson 51.		
10	COMPLETE Lesson 52.		

Division SHORTHAND Unit 201 Name _____

STEP	ACTIVITY		
11	TAKE and TRANSCRIBE Dictation Tape for Lesson		
	52.		
12	COMPLETE Lesson 53.		
13	TAKE and TRANSCRIBE Dictation Tape for Lesson		
	53.		
14	COMPLETE Lesson 54.		
15	TAKE and TRANSCRIBE Dictation Tape for Lesson		
	54.		
16	COMPLETE Lesson 55.		
17	TAKE and TRANSCRIBE Dictation Tape for Lesson		
	55.		
18	COMPLETE Lesson 56.		
19	TAKE and TRANSCRIBE Dictation Tape for Lesson		
	56.		
20	COMPLETE Unit Exam 201 (Lessons 49-56)		
21	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 202 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 57-62, GREGG SHORTHAND FOR COLLEGES, Vol. 1, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 57.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 57.		
3	COMPLETE Lesson 58.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 58.		
5	COMPLETE Lesson 59.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 59.		
7	COMPLETE Lesson 60.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 60		
9	COMPLETE Lesson 61.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 61.		
11	COMPLETE Lesson 62.		

Division SHORTHAND Unit 202 Name _____

STEP	ACTIVITY		
12	TAKE and TRANSCRIBE Dictation Tape for Lesson 62.		
13	COMPLETE Unit Exam 202 (Lessons 57-62)		
14	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 203 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 63-70, GREGG SHORTHAND FOR COLLEGES, Vol. 1, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 63.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 63.		
3	COMPLETE Lesson 64.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 64.		
5	COMPLETE Lesson 65.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 65.		
7	COMPLETE Lesson 66.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 66.		
9	COMPLETE Lesson 67.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 67.		
11	COMPLETE Lesson 68.		

Division SHORTHAND Unit 203 Name _____

STEP	ACTIVITY		
12	TAKE and TRANSCRIBE Dictation Tape for Lesson 68.		
13	COMPLETE Lesson 69.		
14	TAKE and TRANSCRIBE Dictation Tape for Lesson 69.		
15	COMPLETE Lesson 70.		
16	TAKE and TRANSCRIBE Dictation Tape for Lesson 70.		
17	COMPLETE Unit Exam 203 (Lessons 63-70)		
18	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 204 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 1-5, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 1.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 1.		
3	COMPLETE Lesson 2.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 2.		
5	COMPLETE Lesson 3.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 3.		
7	COMPLETE Lesson 4.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 4.		
9	COMPLETE Lesson 5.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 5.		
11	COMPLETE Unit Exam 204 (Lessons 1-5)		

Division SHORTHAND Unit 204 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 205 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 6-10, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 6.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 6.		
3	COMPLETE Lesson 7.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 7.		
5	COMPLETE Lesson 8.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 8.		
7	COMPLETE Lesson 9.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 9.		
9	COMPLETE Lesson 10.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 10.		
11	COMPLETE Unit Exam 205 (Lessons 6-10)		

Division SHORTHAND Unit 205 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 206 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 11-15, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 11.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 11.		
3	COMPLETE Lesson 12.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 12.		
5	COMPLETE Lesson 13.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 13,		
7	COMPLETE Lesson 14.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 14.		
9	COMPLETE Lesson 15.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 15.		
11	COMPLETE Unit Exam 206 (Lessons 11-15)		

Division SHORTHAND Unit 206 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 207 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 16-20, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 30.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 16.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 16.		
3	COMPLETE Lesson 17.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 17.		
5	COMPLETE Lesson 18.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 18.		
7	COMPLETE Lesson 19.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 19.		
9	COMPLETE Lesson 20.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 20.		
11	COMPLETE Unit Exam 207 (Lessons 16-20)		

Division SHORTHAND Unit 207 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 208 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 21-25, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 21.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 21.		
3	COMPLETE Lesson 22.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 22.		
5	COMPLETE Lesson 23.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 23.		
7	COMPLETE Lesson 24.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 24.		
9	COMPLETE Lesson 25.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 25.		
11	COMPLETE Unit Exam 208 (Lessons 21-25)		

Division SHORTHAND Unit 208 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 209 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 26-30, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 26.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 26.		
3	COMPLETE Lesson 27.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 27.		
5	COMPLETE Lesson 28.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 28.		
7	COMPLETE Lesson 29.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 29.		
9	COMPLETE Lesson 30.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 30.		
11	COMPLETE Unit Exam 209 (Lessons 26-30)		

Division SHORTHAND Unit 209 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 210 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 31-35, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 31.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 31.		
3	COMPLETE Lesson 32.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 32.		
5	COMPLETE Lesson 33.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 33.		
7	COMPLETE Lesson 34.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 34.		
9	COMPLETE Lesson 35.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 35.		
11	COMPLETE Unit Exam 210 (Lessons 31-35)		

Division SHORTHAND Unit 210 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		

UNIT GUIDE SHEET FOR OFFICE OCCUPATIONS

Division SHORTHAND Unit 211 Name _____

Objective: Upon completion of this unit, you will be able to read and write the material presented in Lessons 36-40, GREGG SHORTHAND FOR COLLEGES, Vol. 2, Series 90.

Date Started: _____ Date Finished: _____ Total Days: _____

STEP	ACTIVITY		
1	COMPLETE Lesson 36.		
2	TAKE and TRANSCRIBE Dictation Tape for Lesson 36.		
3	COMPLETE Lesson 37.		
4	TAKE and TRANSCRIBE Dictation Tape for Lesson 37.		
5	COMPLETE Lesson 38.		
6	TAKE and TRANSCRIBE Dictation Tape for Lesson 38.		
7	COMPLETE Lesson 39.		
8	TAKE and TRANSCRIBE Dictation Tape for Lesson 39.		
9	COMPLETE Lesson 40.		
10	TAKE and TRANSCRIBE Dictation Tape for Lesson 40.		
11	COMPLETE Unit Exam 211 (Lessons 36-40)		

Division SHORTHAND Unit 211 Name _____

STEP	ACTIVITY		
12	REPORT to Instructor.		